

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF GEORGIA

Vacancy Announcement No.: 11-05
Opening Date: January 26, 2011
Closing Date: February 18, 2011, or until filled.

POSITION TITLE: BUDGET DIRECTOR
CL 28
SALARY RANGE: \$57,500 - \$93,502
DEPENDENT UPON EXPERIENCE



The United States District Court Clerk's Office has an immediate opening for the position of **Budget Director**. The Budget Director is responsible for all budget activities of the District Court including development and implementation of local court budget policy; development of budget requests; administration of the local court budget; monitoring of court spending for compliance with budgetary requirements; advising court managers on budgetary matters; and preparation of budgetary reports for management. This position reports to the Chief Deputy Clerks.

Representative Duties:

The incumbent works collaboratively with the Chief Deputy Clerks on the overall administration of the budget including, but not limited to, budget planning, creation, justifications, policy development and budget execution. Effectively manages the annual budget in a decentralized budgeting environment.

Coordinates the approved budgets for the court units to include District Court Clerk's Office, Bankruptcy Court Clerk's Office, and the U.S. Probation Office.

Ensures adherence to the Guide to Judiciary Policy for all budget practices. Assists with the formulation, evaluation, and implementation of policies, procedures, and protocols related to budgetary execution. Analyzes and interprets legislation, Administrative Office (AO) directives, court rules, and orders of the chief judge affecting the court's budget.

Prepares and/or coordinates the preparation of written budget justifications and the preparation of appeals and supplemental requests for submission to the AO.

Creates the annual spending plan, reviews, and updates as needed throughout budget year. Analyzes total allotments by budget object code to determine where shortfalls exist and where reprogramming actions can be taken based on historical and current data, trends, etc. Recommends and takes action on reprogramming between budget object codes.

Monitors and tracks obligations and expenditures throughout the execution phase of the annual operating budget. Verifies that obligations and expenditures are in accordance with the spending plan and regulatory controls are within amounts programmed.

Prepares complex financial and statistical reports related to budgetary obligations, expenditures, and projections for same.

Prepares and submits all reports required by the AO, either electronically or manually, to the appropriate office in a consistent and timely manner.

Adheres to the Internal Control Procedures and the Internal Operating Procedures in monitoring and executing the budget. Maintains a Budget Organization Plan that documents procedures relating to the management, planning, formulation, and execution of the budget.

Performs the day-to-day budget management functions within the FAS4T accounting system. Reviews vouchers for payment of appropriated and non-appropriated funds.

Maintains and monitors the Personnel Projection System (PPS) used to project salaries. Performs bi-weekly reconciliation process. Performs projections related to salary expenditures and obligations. Reliably advises unit executives, and judges on staffing, costs and cost projections, and related issues which achieve unit goals.

Performs projects of an analytical and administrative nature as requested by the District Court Executive/Clerk of Court and/or the Chief Deputy Clerks.

Performs other duties as assigned.

Mandatory Qualifications:

A minimum of two years of progressively responsible, successful, and substantive budget or financial administration experience required. The successful candidate must be experienced in the use of Excel, or comparable software, for the creation of spreadsheets.

Preferred Qualifications:

Completion of a Bachelor or Master of Science degree from an accredited college or university in a related field of academic study, such as Accounting, Business Administration, Finance and Economics, or equivalent degree.

Professional recognition through certification or licensure, such as Certified Public Accountants (CPA).

Applied knowledge working with financial and budget software programs.

Specific experience working with Judiciary programs such as FAS4T, PPS and InfoWeb is a plus.

Experience in the federal judiciary preferred.

Notice to Applicants: Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. As a condition of employment, the selected candidate must successfully complete a ten year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. The investigation includes a fingerprint check through the FBI, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Employees of the United States District Court serve a one-year probationary period. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States Citizen or eligible to work in the United States.

The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

About the Court: The United States District Court currently employs 208 staff members in four offices, including eleven active judgeships, nine senior judges, and nine full-time magistrate judges. The Court has its main office in Atlanta with division offices in Rome, Newnan, and Gainesville. The Northern District of Georgia serves 46 counties in the northwestern part of the state.

Benefits:

Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year.

Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit).

Available group life insurance and long term care insurance.

Public Transportation Subsidy.

Participation in the Federal Employees Retirement System (FERS).

Thrift Savings Plan (with employer matching a percentage of employee's contribution).

Application Process: To apply for this position, qualified applicants should submit: 1) a resume; 2) a cover letter addressing qualifications and relevant experience; and 3) a Form AO 78, Application for Judicial Branch Federal Employment, (available from the Court's website at <http://www.gand.uscourts.gov/employment>). Completed package should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to **United States District Court, Attn: Human Resources Manager, Vacancy #11-05, 75 Spring Street, SW, Room 2013, Atlanta, GA 30303-3309**. The closing date for receipt of applications is February 18, 2011, or until the position is filled. All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable.

EQUAL OPPORTUNITY EMPLOYER